

**CITY OF BEAUMONT
POLICIES AND PROCEDURES MANUAL**

Policy Number: 2.11

Subject: Leave Donation Program

Effective Date: June 16, 2015

Approved by: Kyle Hayes | 05/01/2021
City Manager | Date

Todd Simoneaux | 05/01/2021
Chief Financial Officer | Date

I. PURPOSE

The purpose of this policy is to establish a means by which a full-time civilian employee may donate, if approved, Paid Time Off (PTO) and sworn personnel may donate, if approved, personal leave or vacation leave to another full-time employee, who due to an extenuating circumstance (in accordance with Policy 2.4 Family and Medical Leave), is without or has minimal paid leave.

II. RULES/PROCEDURES

A. Employees - Donating Leave

1. Participation is strictly voluntary.
2. Full-time employees may donate, if approved, up to 20% of their accrued PTO or vacation or personal leave.
3. Employees may only donate PTO or vacation or personal leave in full hour increments.
4. Donations are on an hour-for-hour basis, irrespective of pay rates. Payroll will deduct the donated hours from the employee's accruals as instructed and credit those hours to the appropriate recipient.
5. All donations are final and will not be returned to the donor.
6. All employees are prohibited from soliciting, offering, or receiving monetary, or any other compensation or benefits in exchange for donating leave hours. Failure to adhere to this directive will result in disciplinary action up to and including termination.

B. Employees - Receiving Leave

1. To be eligible, an employee shall be employed with the City of Beaumont for more than six (6) months.
2. An employee is eligible to receive donated time when he or she has less than four weeks of usable (160 hours) accrued leave (including Paid Time Off, vacation, personal leave, short-term disability, sick leave, and compensatory time) and is in need of paid leave due to an extenuating circumstance in accordance with Policy 2.4 Family and Medical Leave.
3. Donations are on an hour-for-hour basis, irrespective of pay rates, Payroll will deduct the donated hours from the employee's accruals as instructed and credit those hours to the appropriate recipient.
4. Donated leave will be used before accrued time.
5. An employee will not receive pay for donated PTO, personal leave or vacation hours remaining at the time the employee separates from employment with the City for any reason.
6. The City Manager must approve on individual's receipt of more than 320 hours.
7. An employee shall not receive more than 960 hours of donated leave in a twelve month period.
8. Donated leave received shall be used in accordance with Policy 2.0 Employee Leave and Collective Bargaining Agreements.
9. All employees are prohibited from soliciting, offering, or receiving monetary, or any other compensation or benefits in exchange for donating leave hours. Failure to adhere to his directive will result in disciplinary action up to an including termination.

C. Administration

1. Policy will be administered by the Finance Department.
2. Records of donated leave will be maintained in the Finance Department.

III. DONATION FORM

The form attached to this policy shall be used for the donation.

Leave Donation Form

To be completed by the employee donating leave (print or type).

I wish to voluntarily donate:

- hours of my accrued Paid Time Off
- hours of my accrued vacation leave and/or
- hours of my accrued personal leave to the following employee:

Employee Name

Department

I understand that my accrual balance will be reduced by the same number of hours that I donate and that my donation is irrevocable. I also understand that I am prohibited from soliciting, offering, or receiving monetary, or any other compensation or benefits in exchange for donating leave hours, and that my failure to adhere to this directive will result in disciplinary action up to and including termination.

Employee Signature

Date

Employee Name (please print)

*****For Finance Department Use*****

This donation is: Approved Denied

City Manager or CFO/Date _____